

OFFICE OF THE PRINCIPAL



MAYANG ANCHALIK COLLEGE

P.O. - RAJAMAYANG, DIST. - MORIGAON, ASSAM-782411

Estd. 1992, Regd. No. - 1526/93-94, Dated-20.9.93

(Permanently Affiliated to G.U. Registered under 2 (f) & 12 (B) of UGC's Act 1956)

Website: www.mayanganchalikcollege.org.in

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[mayanganchalikcollegeofficial](#) [MayangAnchalik](#) [mayanganchalikcollege](#)



Ref. No:



Date: 08/03/2022

PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (B) OF THE RTI ACT, 2005

(As required under Clause 4 (1) (b) of the Right to Information Act, 2005, Mayang Anchalik College, Rajamayang, Morigaon, Assam- 782411 has made the Declaration as follows)

Mayang Anchalik College is an Arts Degree College of co-education. The college being established in 1992, the College have completed 29 years of its existence. It celebrated its Silver Jubilee in 2017. It is a institution with the facility of Major Courses in five subjects, viz., Assamese, Economics, Education, English, History, Political Science. In addition, the College runs two B. Voc programmes (self-financing course) in Tourism & Travel Management (TTM) and Food Processing and Quality Management (FPQM). The College is affiliated to Gauhati University.

Section 4 (1) (b) (i)

Particulars of organization, functions and duties

Objective:

Objective of Mayang Anchalik College is to serve the cause of education by serving students mostly belonging to disadvantaged background. Here the; 'Disadvantaged' includes all those who are economically poor, socially backward, hailing from remote interiors and for belonging to physically and mentally 'special' categories. The college aims at achieving quality for a sizeable quantity because it does not believe that quality should be achieved at the cost of quality. India being one of the most populous countries of the world, we are morally duty bound to serve humanity by enlightening the next generation, our best bet for the future.

The Mission:

- * Mayang Anchalik College continuously strives for Expansion of Quality Higher Education among rural poor students.
- * Enhancing collaboration among schools, organizations and other leading institutions of the area with a view to providing opportunities to the students for higher studies.
- * Developing commitment of faculty and staff for all round development of the students.
- * Introducing new courses.
- * Sustaining clean, green and supportive environment throughout the college and to improve satisfaction level of all stakeholders.

The vision:

- * To be a national Leader in transferring lives through achieving position of excellence professional and value education in all reality.
- * To emerge as the most preferred educational institution with global excellence, recognition developing competent and socially sensitive excellence.

Duties of the College:

To engage in teaching as laid down by the Government of Assam, Affiliating University and UGC. Research, organizing extracurricular activities, sports and other extension activities.

Details of Services Rendered:

The details of services rendered are briefly enumerated below:

- (a) **Teaching of courses offered:** The college offers B.A. degree affiliated to Gauhati University in eight subjects (Assamese, Economics, English, Education, Political Science , History, TTM and FPQM) under CBCS system.
- (b) **Conduct of internal assessments and university examinations:** One sessional / internal examinations are held during each semester. Besides, internal assessment is carried out on the basis of Assignment and Attendance.

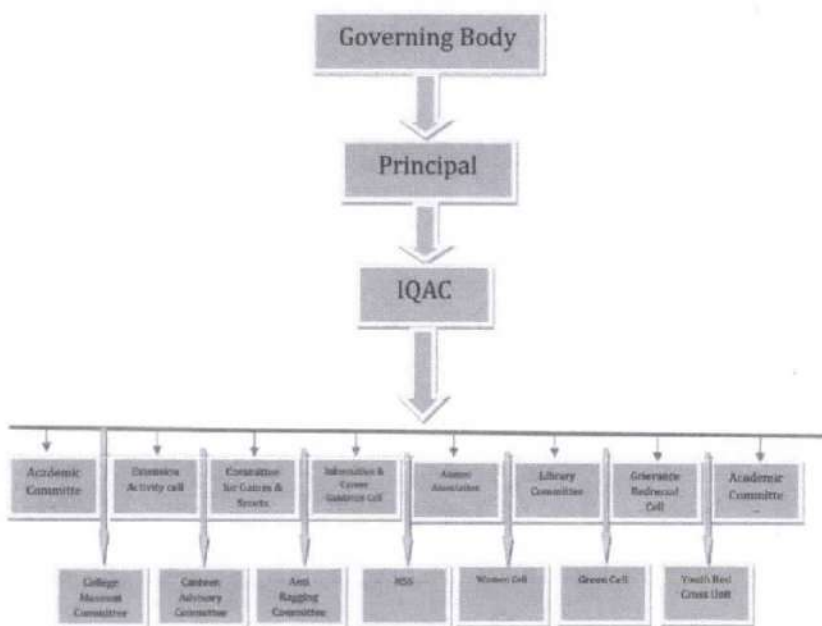
The distribution of the marks allotted for Internal Assessment (20%) would be as follows

Sessional Examination I	(written)	10 Marks
Assignment		6 Marks
Attendance		5 Marks

- a. There shall be no provision for “repeat” or “betterment” in the Sessional Examinations.
- b. If a student fails to appear in the internal Assessment Tests, h/she shall not be eligible to appear in the Final semester Examination of the course(s) concerned.

- (c) **Conduct of seminars, meetings, lectures, cultural events etc.:** The College as a whole and the different departments conduct various seminars, meetings and cultural events throughout the year.
- (d) **Library Services:** The College has a rich library with Reading Room facility. Most of the daily newspapers, journals and Apart from the central library, each department is enriched with departmental library which is easily accessible for departmental students.
- (e) **Provision and maintenance of sports facilities.:** The College offers as far as possible adequate facilities of games and sports for both boys and girls. The facility of a multigym, a Badminton Court is available in the Campus.
- (f) **Provide Canteen facilities:** The College canteen provides the students refreshment at a reasonable rate in a hygienic condition and arranges for pure drinking water in the college campus.
- (g) **Hostel facilities (Presently for girls):** The college has hostel facility for Girls within the college Campus. At present the number of seats is 60. The Hostel Management Committee will finalize the list of candidates. The boarders will have to abide by the rules and regulations of the College Hostel which is generally mentioned in the Admission form.
- (h) **Promotion of field studies and research in the subjects being taught:** The college undertakes a number of field-based studies during the academic year. The filed based studies are carried out both by the departments individually and by the college as a whole.
- (i) **Conduct extension activities:** The college has an array of extension activities. The College renders various extension activities.

Organisation of the College : Organisational Structure



Postal Address of the College:

The Postal Address of the college is:
Mayang Anchalik College
Rajamayang, Morigaon, Assam- 782411

Map Location: College website link: <https://mayanganchalikcollege.org.in/contact-us/>

Working Hours:

Office : 9.00 am to 5.30 pm- Monday to Saturday (except on public holidays).
Teaching : 9.00 am to 4.00 pm- Monday to Saturday (in accordance to time table).

Grievance Redressal:

The College has a very well-defined arrangement for redressal of grievances

- ICC
- Gender sanitization against Sexual harassment.
- Women Cell

Governing Body: Matters pertaining to academic, administrative and financial decisions are taken by the Governing Body in consultation with the Principal who is the Member Secretary. Academic decisions include introduction and deletion of Courses. Administrative decisions may relate to creation of new posts, approval of selection committees/DPC recommendations, grant of study/extraordinary leave, promotions etc. Financial decisions relate to approval of budgets, revision of fees, management of Provident Fund, audit of accounts etc. Grievances may be referred to the GB for redressal as the final arbiter.

Section 4 (1) (b) (ii)**Powers and Duties of Officers and Employees**

Sl. No	Designation	Duties
1	Principal	<ul style="list-style-type: none">➤ Ensuring quality up-gradation of the college, and with active assistance from the IQAC as well as other in-house wings➤ Nominating, appointing and constituting various in-house wings for smooth day to day functioning of various academic and administrative matters of the institution➤ Monitoring and coordinating the assigned duties and tasks of the various in-house wings towards their optimum performance in the assigned domains➤ Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC➤ Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a

		<p>justified time framework</p> <ul style="list-style-type: none"> ➤ Nominating Assistant Officer-In-Charges to act on his/ her behalf, he/ she being the Officer-In-Charge of various academic and non-academic examinations held within the college ➤ Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution ➤ Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff ➤ Exploring means and ways to establish tie-ups with external quality institutions/ organizations, for qualitative growth of the institution ➤ Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution ➤ Ensuring the institutional fringe area development through judicious utilization of institutional resources ➤ Seeking and implementing ways and means to improve the financial health of the institution ➤ Continuous monitoring of the performance indications of different academic and administrative procedures/ regulations and up-gradation/ modification of these as per need basis
2	Head of Department	<ul style="list-style-type: none"> ➤ Healthy academic environment prevails in the concerned department ➤ Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within a justified time framework ➤ Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangements ➤ All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, etc are held on time and executed to the satisfaction of all concerned ➤ Arrange for proper guidance, counseling and monitoring of students thereby creating a learner-friendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counseling session, etc ➤ Departmental Advisory Committee meetings are held on a regular basis as per stipulated guidelines (i) to be held in the first week of every month to review different academic and administrative issues and (ii) to take necessary measures thereof.

		<ul style="list-style-type: none"> ➤ IQAC Daily Class Monitoring Diary and the IQAC Activity Record Book is updated on a regular basis. ➤ Departmental records are kept in order in properly designated files, viz. (i) File for all incoming memos (ii) File for all outgoing memos (iii) Stock register (iv) Student Attendance Registers (v) Register for maintaining proceedings and resolutions of Departmental Advisory Committee meetings (vi) Issue Register (vii) File containing all documents related to students' achievements (e.g. qualifying in national/ international level exams, various extra-curricular competitions, etc.)(viii) Copies of Home Assignments (ix) Copies of Field Reports (x) File for Leave Applications (xi) Register of Students' Exam Records and Results (xii) File for Extension Activity documents (xiii) Proper records of students passed out and their progression to higher education (xiv) Stock piling of records as soft copies (photos, videos and documents). ➤ Confidential papers are kept under proper and safe proper custody. ➤ All communication on different academic and administrative matters is made preferably through e-communication mode, by using the institutional email ID or WhatsApp Groups. ➤ Respond promptly to any instruction/ directives received from any administrative controlling authority (ies).
3	Assistant Professor	<ul style="list-style-type: none"> ➤ Adhere to a responsible pattern of conduct and demeanor expected of them by the community; ➤ Manage their private affairs in a manner consistent with the dignity of the profession; ➤ Seek to make professional growth continuous through study and research; ➤ Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge; ➤ Maintain active membership of professional organisations and strive to improve education and profession through them; ➤ Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication; ➤ Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research; ➤ Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition; ➤ Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and ➤ Participate in extension, co-curricular and extra-curricular activities, including the community service.
4	Librarian	<ul style="list-style-type: none"> ➤ Adhere to a responsible pattern of conduct and demeanor

		<p>expected of them by the community;</p> <ul style="list-style-type: none"> ➤ Manage their private affairs in a manner consistent with the dignity of the profession; ➤ Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research; ➤ Participate in extension, co-curricular and extra-curricular activities, including the community service; ➤ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.
5	Senior Assistant	<ul style="list-style-type: none"> ➤ Assisting the Principal ➤ Assisting the Head Assistant ➤ Preparation of Pay bill / LPC ➤ Calculation of Salary related matters ➤ As directed by higher authorities
6	Jr. Assistant	<ul style="list-style-type: none"> ➤ Assisting both the Principal and HA / UDC ➤ Ensuring Establishment works ➤ As directed by higher authorities.
7	Computer technician	<ul style="list-style-type: none"> ➤ All matters of computer, and IT ➤ As required by various departments, and offices ➤ As directed by higher authorities
8	Grade IV	<ul style="list-style-type: none"> ➤ Securities, Cleanliness and Safety of the College ➤ To assist the Offices, and staffs. ➤ As directed by higher authorities.

Section 4 (1) (b) (iii)

Procedure followed to take a decision on various matters

The Procedure followed for decision making process, including channels of supervision and accountability.

The Head of Department, in consultation with faculties of their respective departments, allocates the topics/ papers. Every Faculty teaches the students accordingly. Teachers assess Internal Marks by conducting Internal. In order to decide important agenda and issues HOD meetings and Staff meetings are conducted by the Principal. The decisions of various committees are final and are ratified by the Principal and GB if necessary.

Arrangements to communicate the decision to the public?

Following are the arrangements: -

- (a) College Website: <https://mayanganchalikcollege.org.in>
- (b) Direct classroom communication: Direct class room communications are made to students wherever applicable.
- (c) College notice board: On notice boards, circulars of the College are displayed
- (d) Telephone Call/ WhatsApp messages

(1) Who are the officers at various levels whose opinions are sought for the process of decision making?

Head of Department, Coordinator of IQAC and Staff Meetings.

(2) Who is the final authority that vets the decision?

Principal is the final authority to vet the decision.

(3) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Not Applicable

Section 4 (1) (b) (iv)

Norms set by the College for the discharge of its functions

- The college follows the norms set by UGC and Gauhati University
- Norms and standards for various activities of the college are set by the competent authority such as the Governing Body.
- Norms and standards for various academic activities are set by the Academic Committee
- Governing Body of the College.

The Norms set by it for the discharge of its functions: -

Administrative & Service Manual	Not Applicable
From where one can get a copy of Rules, Regulation, Instruction, manual and Record (if any)	Directorate of Higher Education Government of Assam.
Fee charges by the department for rules, regulation, instruction, manual and records (if any)	Not Applicable

As the college is under the Government of Assam, Notification is made by the government, time to time.

Section 4 (1) (b) (v)

Rules, regulations and instructions used

The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or used by its Employees for discharging its Functions:

Following are the manuals and records: -

- (a) Enrolled students record/Admission register
- (b) University statutes regulations, ordinances, notifications and circulars.
- (c) Marks registers
- (d) Furniture and fixtures registers
- (e) Stock register

Section 4 (1) (b) (vi)

Official documents and their availability

A Statement of the Categories of Documents that are held by it or under its control:

Sr No	Category of the Document	Name of the Document and Its Introduction on Online	Procedure to obtain the document	Held by/ Under control of Principal of College
1	Admission Form	Available on Website	As per Government Policies/ University Norms	College Office
2	College timetable/ Academic Calendar	Available	As per Government Policies/ University Norms	College Office
3	Examination Schedules	Available	As per University Norms	College Office
4	Students, Attendance Records	Available	As per University Norms	College Office
5	Administrative Notices	Available	As per Government Policies/ University Norms	College Office
6	Scholarship Notices	Available	As per Government Policies/ University Norms	College Office
7	Enrolment List	Available	As per Government Policies	College Office
8	Students, Attendance Records	Available on	As per Government Policies/ University Norms	College Office

9	Students, Internal Assessment Records	Available	As per Government Policies/ University Norms	College Office
10	Examination results	Available	As per Government Policies/ University Norms	College Office
11	Student Handbook/ Prospect us	Available	As per Government Policies	College Office
12	Scholarship	Available	As per Government Policies	College Office

Section 4 (1) (b) (vii)

Mode of public participation

- The College Governing Body which supervises the affairs of the College has 18 members. Few among them are eminent personalities of the Society and representatives of the public.
- Besides College conducts public interaction/open session at the beginning of the academic session.

Section 4 (1) (b) (viii)

Councils, Committees, Faculties, Departments, etc. under the College

A statement of boards, council committees and other bodies constituted: -

- The College Governing Body as per University Ordinance.
- ICC Committee against Sexual Harassment.
- Various Committees holding different responsibilities

Section 4 (1) (b) (ix)

Directory of officers and employees

- Directory of officers and employees is available at College website. It is available in the prospectus form also from Administrative Office on payment.

Section 4 (1) (b) (x)

Monthly remuneration received by each of its employee

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission / Directorate of Higher Education, Assam and adopted by the College.

Section 4 (1) (b) (xi)

Budget allocated to each agency

- The budget and the financial estimates are as approved by the Governing Body and presented for Audit by Government of Assam.

Section 4 (1) (b) (xii)

The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:

Free Admission Policy of Government of Assam and the Scholarships under Government policy are executed as per Government policy.

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, Permits or Authorizations granted by it.

Not Applicable.

Section 4 (1) (b) (xiv)

Details in Respect of the Information, Available to or held by it, Reduced in an Electronic Form:

One can visit the college website for detail information <https://mayanganchalikcollege.org.in>

Section 4 (1) (b) (xv)

The Particulars of Facilities available to Citizens for Obtaining Information, Including the Working Hours of a Library or Reading Room, if Maintained for Public use.

- Unrestricted Access to Website <https://mayanganchalikcollege.org.in>
- Citizens may submit a written application for information to the Public Information Officer.
- Public may elicit information via E-Mail to mayanganchalikcollege@gmail.com
- Through the notice boards, relevant brochures and various other rules which are available in print as well as on the website: <https://mayanganchalikcollege.org.in>
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.

Section 4 (1) (b) (xvi)

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee. (At present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request;

Schedule of fees can be had from the Public Information Officer of the Mayang Anchalik College. For the time being the rates are as under:-

- Rs. 2/- per page of A-4 or A-5 size.
- Actual cost for sizes bigger than A-4 or A-5.
- In case of printed material, the printed copies could be had from the College sales counter/authorized sales agents on payment.
- In case of photo copies, the rate would be Rs. 2/- per page.
- If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.
- Admissible records may be allowed to be inspected on payment of requisite fee thereof.

Information given above is true to the best of my knowledge and belief.



(Dr Mahananda Borah)

Principal

Contact: 94351-04360

Email: mayanganchalikcollege@gmail.com

Mayang Anchalik College
Rajamayang, Morigaon, Assam

Principal
Mayang Anchalik College
Date.....